

27 SEP 1971

MEMORANDUM FOR: Chief, Support Staff, NPIC

SUBJECT : NPIC Records Management Program

REFERENCE : Memo fr C/Supp Stf, NPIC, to C/SSS dtd 8 Sep '71,
Subj: NPIC Records Mgt Prog

STATINTL
1. Your referent memorandum describes a most encouraging plan to update the NPIC Records Control Schedule by the end of 1971 as a prelude to a File Cleanup Campaign in the Spring of 1972. I look forward to the success of both because, while with us, your Records Management Officer, [REDACTED] assisted DDI and DDS&T Records Officers in revising their Records Schedules in 1968 and 1969. Also he was Project Manager of our Agencywide File Cleanup Campaign in 1967 which removed 10,000 cu. ft. of obsolete files from the DDI components alone.

STATINTL
2. Most of the information you request in paragraph 5 of the referent memorandum has previously been furnished to component Records Officers and we will assure provision of this information to Mr. [REDACTED]. Specifically, (a) we have reviewed the NPIC Records Control Schedule prepared in 1965 and find its format and content consistent with standard Agency procedures. It does need to be up-dated to incorporate amendments made in 1966 and 1967 plus the other NPIC changes of which we have no knowledge. However, we note your interest in converting to a General Records Schedule for NPIC and will be glad to discuss this with you and Ray. (b) Attached are copies of our instructions commonly used for standardized records descriptions and disposition instructions. Also, attached is a copy of the Federal General Records Schedules we use Agencywide to guide us in determining standard records retention periods and disposition instructions. (c) At present we are working with four Directorates drafting Retention Plans to identify "Offices of Record" for specific series of permanent files. All the DDI component Records Officers met on this matter on 24 September. Until the Directorates complete their research and plans we do not have an Agency list of "Offices of Record".

3. With regard to your request for assistance we do not have sufficient manpower available on the Agency Records Staff to assign anyone to work full-time or exclusively on this revision of the

NPIC Schedule. However, I have designated [REDACTED] who worked on the original NPIC Schedule, to work with [REDACTED] and provide necessary assistance and guidance. I have asked her to contact [REDACTED] without delay.

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4. If I can be of further help on this matter please contact me or [REDACTED] the Agency Records Administration Officer.

[REDACTED]
Chief
Support Services Staff

STATINTL

Attachments
As stated

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